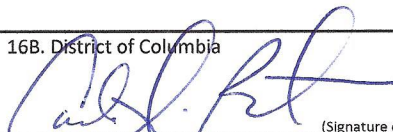


AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT				1. Contract Number		Page of Pages	
						1	6
2. Amendment/Modification Number MODIFICATION No. 02		3. Effective Date 09/22/2017		4. Requisition/Purchase Request No.		5. Solicitation Caption American Sign Language Services	
6. Issued by: District of Columbia Public Schools Office of Contracts and Acquisitions 1200 First Street NE, Suite 9 th Floor Washington, DC 20002				Code		7. Administered by (If other than line 6)	
8. Name and Address of Contractor (No. street, city, county, state and zip code) Code Facility				X		9A. Amendment of Solicitation No. GAGA-2017-R-0070	
						9B. Dated (See Item 11) September 12, 2017	
						10A. Modification of Contract/Order No.	
						10B. Dated (See Item 13)	
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input checked="" type="checkbox"/> is not extended. Offerors must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning <u>three (3)</u> copies of the amendment: (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) BY separate letter or fax which includes a reference to the solicitation and amendment number. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such may be made by letter or fax, provided each letter or telegram makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. Accounting and Appropriation Data (If Required)							
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS , IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14							
		A. This change order is issued pursuant to (Specify Authority): The changes set forth in Item 14 are made in the contract/order no. in item 10A.					
		B. The above numbered contract/order is modified to reflect the administrative changes (such as changes in paying office, appropriation data etc.) set forth in item 14, pursuant to the authority of 27 DCMR, Chapter 36, Section 3601.2.					
		C. This supplemental agreement is entered into pursuant to authority of:					
X		D. Other (Specify type of modification and authority) 27 DCMR 1607.1 (A) (C) (D) AMENDMENT OF SOLICITATION BEFORE CLOSING DATE					
E. IMPORTANT: Contractor <input type="checkbox"/> is not <input checked="" type="checkbox"/> is required to sign this document and return <u>three (3)</u> copies to the issuing office.							
14. Description of Amendment/Modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.) The Solicitation has been amended as follows: 1. Answers to the questions submitted by prospective offeror(s), in accordance with section L.5 "EXPLANATION TO PROSPECTIVE OFFERORS", in which the prospective offeror(s) shall submit questions no later than 5pm EST, Thursday, September 14, 2017, are hereby included with this amendment as Attachment 'A'.							
Except as provided herein, all terms and conditions of the document is referenced in Item 9A or 10A remain unchanged and in full force and effect.							
15A. Name and Title of Signer (Type or print)				16A. Name of Contracting Officer Candace Butler			
15B. Name of Contractor		15C. Date Signed		16B. District of Columbia 		16C. Date Signed 9/22/2017	
(Signature of person authorized to sign)				(Signature of Contracting Officer)			

Attachment A: Questions and Answers

Solicitation GAGA-2017-R-0070 (ASL Interpretation Services)

1. We are located in the state of Florida and we do not have an office in the City of Washington, DC. Is it your preference for a company to have an office in the City of Washington, DC?

DCPS Response: Yes, due to the nature of the required services (and student information confidentiality) -- the expectation is that the prospective offeror will have immediate access to its staff, and thus it is preferred that the company would have an office located within the metropolitan DC area.

2. Does the district intend to award to single or multiple vendors?

DCPS Response: Per Section B.2 of the solicitation, "DCPS contemplates award of a Requirements contract for services. DCPS contemplates to award one contract as the result of this solicitation, however reserves the right to award multiple contracts if most advantageous to DCPS".

3. Could you please let me know the projected weekly hours of service for the Interpreter?

DCPS Response: Support for students will depend on school sites, Extended Day Schools, Extended Year Schools, and after school activities such as clubs, sporting events, school events, etc.

- Regular school hours for staff are Monday through Friday from 8 am to 3:30 pm.
- Extended day schools remain in session Monday through Friday from 8 am to 4:30
- Extended year schools have regular school hours but extend into the summer with a varied holiday schedule.
- There are students who will participate in after school activities from 3:30 to 6:30. Some students may participate in sporting events that have occurred on the weekends such as a school championship baseball or basketball game.

4. If the hours are on an As Needed Basis or Part-Time, can you please let me know the number of weekly hours that the Interpreter worked during the 2016-17 academic year? I am aware that the hours might not be the same for the 2017-18 academic year. However, this will provide us with a better understanding on how we should calculate our cost proposal for DC Public Schools.

DCPS Response: Interpreters worked at least 40 hours per week during School Year (SY) 2016-17.

5. How many Interpreters do you foresee needing for the 2017-18 school year?

DCPS Response: While it may vary DCPS will need at least 8 interpreters for the 2017-18 SY.

6. What grades will the Interpreter provide services for? And what will be the caseload?

DCPS Response: During the school year interpretation services may be required for students of all ages, depending on individual need; currently we anticipate 2 interpreters to support the Deaf and Hard of Hearing program and 6 interpreters to support classrooms across the district.

7. How many working days will the Interpreter work during the school year (For Example: 180 days or less)?

DCPS Response: There is a potential for 200 school days an interpreter would potentially work which would include extended year schools and ESY (extended school year).

8. Are there any specific formatting requirements for the final bid submitted? Ex: number of copies (please specify how many originals and how many copies), electronic (CD, USB, or Email) vs. hardcopy, page limit, preferred binding, etc.

DCPS Response: Per the solicitation cover page, box #9, prospective offerors must submit one (1) original and five (5) copies of the company's proposal. DCPS will only accept hardcopies of the company's proposal. Additionally, in accordance with page 44, section L.9 "*UNNECESSARILY ELABORATE PROPOSALS*": Unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective response to this solicitation are not desired and may be construed as an indication of the offeror's lack of cost consciousness. Elaborate artwork, expensive visual and other presentation aids are neither necessary nor desired. Prospective offerors should also review page 41, section L.2 "*PROPOSAL ORGANIZATION AND CONTENT*" for further guidance on how to prepare a proposal response to the referenced solicitation.

9. If our proposal can be submitted electronically, what size document can you receive via email (For Example: 5 MB, 10MB, etc.)?

DCPS Response: At this time, DCPS is not accepting proposals electronically.

10. Do DC Public Schools require proof of the State DOH License or Teaching License with the Resumes?

DCPS Response: No.

11. Are candidates required to hold a State Department of Health License, an OSSE Teacher license, or BOTH?

DCPS Response: No, candidates do not need to hold a DOH or teaching license.

12. Can the State DOH license or OSSE Teacher License be pending when the candidate starts?

DCPS Response: Candidates do not need to hold a DOH or teaching license.

13. If DC Public Schools will find a permanent employee of the district and our services will no longer be needed, will the school provide the awarded vendor with a 30 day out termination written notice?

DCPS Response: At this time, we have no plans to hire interpreters on staff.

14. Do you require vendors to guarantee the provision of interpretation services, or is it understood that vendors will begin recruiting on a best efforts basis upon contract award?

DCPS Response: Our expectation is that upon award of the contract the vendor will be able to guarantee the provision of interpretation services.

15. Can we incur in any penalties or be liable for any damages for not having a Interpreter available upon your school's request in a timely manner or would your school terminate the RFP contract with our company?

DCPS Response: The vendor will incur a penalty if an interpreter is not in place in a timely manner.

16. Will your school provide laptops/computers or an email account to the contracted providers during their assignment?

DCPS Response: No, for this requirement DCPS does not provide contracted staff with technology or email accounts.

17. Will Interpreters have access to internet capabilities, computers/laptops/iPads, office supplies, fax/copy machine at DC Public Schools?

DCPS Response: Interpreters will have access to the internet while in DCPS schools. Technology such as computers, laptops, ipads, office supplies are not provided to interpreters. If interpreters require access to a computer, they can ask to use one in the classroom. If materials are needed in support of a student this should be discussed with the Manager, Low Incidence. Interpreters should have access, with permission from school administration, to use the fax and copy machine. Access to a fax and copy machine can also be obtained through the Manager, Low Incidence at the Central Office.

18. Would the district pay for mileage travelling between school campuses on the same day? If so, what will be the district IRS Standard Rate?

DCPS Response: No, DCPS does not pay for mileage for services associated with this requirement.

19. When is the anticipated award date?

DCPS Response: DCPS anticipates completing the RFP evaluation phase and recommending an award by October 13, 2017.

20. What would be the payment terms of DC Public Schools (Net 30)?

DCPS Response: In accordance with page 14, Section G "Contract Administration", specifically section G.1.2, "The District will pay the Contractor on or before the 30th day after receiving a proper invoice from the Contractor".

21. To pay invoices, does the board meet monthly to release payment for the month? Do you remit payment only once a month? If so, do you have a calendar or specific time of month the board meets to approve payments?

DCPS Response: In accordance with section G.2.1 "Invoice Submittal", The Contractor shall submit proper invoices on a monthly basis or as otherwise specified in Section G.4. The District of Columbia Public Schools, Office of the Chief Financial Officer (OCFO) now accepts and processes its invoices electronically. The Contractor shall submit its invoice simultaneously to dcps.invoices@dc.gov and the CA identified in G.9 to facilitate payment of the invoice(s).

22. Will DC Public Schools consider a Price Range depending on the candidates' level of experience?

DCPS Response: It is DCPS' expectation that the prospective offeror provides DCPS with a specific hourly rate for services. Specifically, in addition to the entire section B "CONTRACT TYPE, SUPPLIES OR SERVICES AND PRICE/COST ", the prospective offeror should review page 2 of the solicitation:

B.2.1 DCPS is seeking an hourly rate for providing educational interpreters for students with IEPs.

B.2.2 The hourly rate shall also be inclusive of attendance of IEP meetings.

B.2.5 This hourly rate shall include all direct and indirect costs. See the cost and price schedule (Section B.3).

B.2.6 In completing the below schedule, the prospective offeror is estimating the loaded hourly rate and number of educational interpreters. Prospective offerors are providing pricing data pursuant to the following: loaded hour rate inclusive of indirect and direct cost multiplied by estimated number hours for the contract year multiplied by estimated number of educational interpreting staff to provide at the time of the award of the contract.

23. What are the Required Documents for the Therapists to start working at DC Public Schools? For Example: Fingerprint, State License, Criminal Background Check, TB Test, any other specific Certifications.

DCPS Response: All staff working in DCPS buildings must clear DCPS security (fingerprinting, drug testing) and have a recent TB results. The interpreters must be qualified based on ADA definition. They must also have a college transcript or Associates degree.

24. Can you provide the current incumbent vendor(s) providing services? What is the incumbent vendor(s) current fee rate(s)?

DCPS Response: See response # 30

25. How many hours were considered last minute (less than two (2) days business days-notice)?

DCPS Response: See Response #27

26. What is the start date of this contract?

DCPS Response: DCPS anticipates completing the RFP evaluation phase and recommending an award by October 13, 2017.

27. Two (2) full Business days is the industry standard for cancellations. Can you please explain your cancellation policy, and if you would consider 2 full business days cancellation policy?

DCPS Response: At any time, DCPS maintains the option to decrease services. DCPS does not have control over student attendance therefore if a student should leave DCPS without notice, services would be decreased or ceased within 1 business day. If DCPS is provided with advanced notice of a student's departure the vendor would be informed immediately.

28. How many hours were considered last minute (less than two (2) days business days-notice)?

DCPS Response: See response #27

29. What were some (if any) of the challenges that your existing vendors had?

DCPS Response: We really haven't had too many challenges other than ensuring that the interpreter interprets everything being communicated to the student effectively.

30. Who is your current provider? What is the current hourly rate paid for Interpreting Services at DCPS?

DCPS Response: Due to confidentiality/proprietary restrictions, DCPS cannot provide the current contractor(s) name(s) without a FOIA request. In addition, over the past few years DCPS has paid various rates in the range of \$70-\$100 for regularly scheduled services, and same-day/rush services in the range of \$100-\$140.

31. What time frame will be given to the contractor if DCPS decides to decrease interpreting services as deemed necessary (listed on page 11 C.8.5)

DCPS Response: See response #27

32. How many hours were considered last minute (less than two (2) days business days-notice)?

DCPS Response: See Response #27

END OF DOCUMENT
